

EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

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**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

November 6, 2009

- I. Welcome and Introductions
- II. Discussion on adopted Rule Revisions and Procedure Manual Implications
 - Section 250.70(d) and (e) Trainee/Learner Appointments
 - Review of proposed procedural changes to Trainee program/appointments
- III. Discussion on Proposed Rule Revision
 - Layoffs – less than 30 days
 - Furloughs
- IV. Review and Discussion of Proposed Revision to Police Specifications
- V. Compromise of Police Testing System and Operational Impact
- VI. Update on Pilot Program Sub-Committee Activities
- VII. Data Collection – Employee Served Report
 - Transition to new format
 - Related IT issues
- VIII. Update on System Office Activities
 - Budget Update
 - Class Plan Activities
 - Audit Schedule
 - Legal Update
- IX. Schedule 2010 Meeting Dates
 - Friday, February 5, 2010
 - Friday, May 7, 2010
 - Friday, July 30, 2010
 - Friday, November 5, 2010

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Section 250.110 Separations and Demotions

- a) Resignation. An employee having a nonstatus or status appointment, as described in Sections 250.70 and 250.80, may resign by presenting a signed resignation to his/her employer or by demonstrating to the employer by other means his/her intent to separate from employment. Upon receipt of a signed resignation or other evidence of intent to separate from employment, the employee will be separated from employment. The Executive Director shall be notified promptly by the employer of all resignations.
- b) Leave of Absence
 - 1) Leave of Absence for Classification Changes. A status employee who accepts a position that represents a promotion in a class outside his/her promotional line shall be granted a leave of absence from a position of his/her former class for the duration of any trainee, provisional, and/or probationary period in the new class.
 - 2) Leave of Absence for Disciplinary Actions. An employee placed on a Disciplinary Suspension or on a Suspension Pending Discharge shall be placed on a leave of absence from his/her position.
 - 3) Leave of Absence for Disability Leave
 - A) If an employee is no longer able to perform the duties and responsibilities of his/her position in the class due to a disability as determined by the employer's medical and/or psychological evaluation procedures, and/or in accordance with State and federal law, the employee will be required to take disability leave in accordance with subsection (b)(3)(B).
 - B) A status employee who becomes eligible for disability benefits to be paid by the employer or, as later determined, by the Illinois State retirement system to which the employee contributed, or becomes eligible for payment benefits as defined by the Workers' Compensation Act [820 ILCS 305], the Illinois Occupational Diseases Act [820 ILCS 310], or a State self-insurance program, shall be granted a disability leave. The disability leave shall be the period for which the employee applies for such benefits, until the time of the expiration of the benefits or a final administrative decision denying or terminating the benefits, including any gap in benefit payments between the expiration of institutional benefits and those available under the approving authority.
 - C) The employer may require an employee to take a medical and/or psychological examination prior to returning to work after a

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disability leave. The examination shall be conducted by a licensed practitioner selected by the employer to determine the physical and/or mental capability to perform the essential duties of the employee's position. The employer may supply the examining practitioner with facts relating to the employee's difficulty or inability to perform the essential functions of the job and may supply additional information, including but not limited to physical and mental requirements of the employee's position, duty statement, job classification specification, and position description. The employee may also present an alternative opinion provided by a licensed practitioner to be selected and paid for by the employee. If there is a difference of opinion, a third outside practitioner shall be selected by the two physicians. The employer shall pay for all examinations, except those initiated by the employee.

- D) An employee's refusal to submit to an examination as described in subsection (b)(3)(C), the unexcused failure to appear for such an examination, or the refusal to release the results of the examination may be deemed by the employer as an acknowledgement that the employee is not fit for duty and may subject the employee to termination actions as defined in subsection (c).
- E) A disability leave may be revoked by the employer upon evidence that the cause for granting the leave was misrepresented.
- F) At the expiration of all disability benefits, an employee shall be entitled to return to a position in his/her class without any loss of status due to the disability leave, providing that he/she returns upon the expiration of all disability benefits to which entitled.
- G) Reemployment
 - i) If an employee does not return to work at the expiration of all disability benefits and is terminated in accordance with subsection (c)(2), the employee may, within one year following the expiration of all disability benefits, request reinstatement and, upon approval of the Executive Director, the employee's name may be placed on the reemployment register in the class in which he/she was employed at the time the disability leave was granted and in accordance with total seniority earned.
 - ii) If, within one year following the expiration of all disability benefits, the employee requests reinstatement, but, because of his/her disability, is deemed unable to perform the duties in the class, the employee may be required to pass physical

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or other tests to determine employability under the University System.

- 4) Military Leave of Absence. An employee shall be granted a Military Leave of Absence in accordance with State and federal law and regulations.

5) Furloughs.

- A) A furlough is the placement of an employee in a temporary non-duty, non-pay status for a continuous or non-continuous period of time due to a lack of funds. ~~Furloughs shall not exceed 30 work days in any 12 month period.~~
- B) An employee on furlough shall not be at work or on standby or on-call and shall not perform any state work during furlough time. A furlough can be either voluntary or mandatory. A furlough is not considered a layoff or a reduction in force action, and therefore not subject to subsection (e) of this part.
- C) Notwithstanding any other rule in this Part, or the fact that an employee's work hours or pay is reduced by the requirement to take furlough, all furlough time is considered creditable time for all purposes as if the furloughed employee was in pay status. Furloughed employees shall be entitled to the same benefits under this Part, and as established by the Benefits Policy approved by the Merit Board and by the Governing Boards of the institutions/agencies served by the University System, to which the employee was entitled on the paid workday immediately preceding the furlough and such benefits shall continue as if the employee was in pay status.
- D) Voluntary or mandatory furlough programs must be inclusive of all employees in the designated institution/agency, division, or program regardless of employment status, source of funds, or place of work. Employees in positions considered essential to the critical mission, such as those related to health, welfare, and safety, may be excluded from participation in furloughs. Employees shall be notified as soon as possible of any mandatory furlough requirements. An employee on paid military leave or other unpaid leave shall not be scheduled for furlough during the leave and may be scheduled for furlough upon return to work, if the furlough program remains in effect. Uniform participation and selection criteria should be developed by the employer and consistently applied.

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- E) Furloughs shall not be used when permanent or temporary layoff or emergency shut-down is appropriate. For example, if an employer does not expect a funding reduction to be restored in the next budget cycle and the employer does not have the ability to reorganize work, a layoff may be an appropriate option. Furloughs shall not be used as a substitute for permanent part-time employment. Furloughs shall not be used as a disciplinary measure.
- F) Implementation of furlough programs for employees covered under a collective bargaining agreement may be subject to other state/federal labor laws and/or regulations. The provisions contained in this section are not intended to circumvent or supersede other state/federal labor laws and/or regulations as applicable in this respect.
- G) Program Approval – An employer, with prior approval from the Executive Director, may institute a voluntary or mandatory furlough program. The employer shall indicate whether the furlough is for the entire institution/agency or a designated division or program, an explanation of the facts related to the temporary nature of the event causing the furlough and the specific funding deficit related to the affected work areas, how the furlough shall relieve the budgetary shortfall, the initial effective date of the program, the number of days that employees shall be on furlough and end date of the furlough program, and a definition/listing of essential employees and positions to be excluded from participation, and any collective bargaining implications if applicable.

- 65) The Executive Director shall be notified promptly by the employer of all leaves of absence, including military, disability, or any other leave otherwise granted. The notification shall include the beginning and ending dates of leaves that exceed 30 calendar days of non-pay status.

c) Termination

- 1) An employee having a non-status appointment, as described in Section 250.70 of this Part, may be terminated by his/her employer at any time during the training period and/or upon completion of the work assignment, except for those status employees eligible for a leave of absence as defined in subsection (b)(1).
- 2) An employee on disability leave, as defined in subsection (b)(3), who has exhausted all of his/her disability benefits and is unable to resume the duties and responsibilities of a position in his/her class may be terminated

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from employment, unless the employer and employee agree on employment in a more suitable classification. The alternative employment options shall be subject to standard civil service employment protocols.

- 3) An employee who fails to report for duty after a disability leave of absence has expired or has been denied, disapproved, revoked, or canceled by the approving authority, or any other failure to report for duty as scheduled after a disability leave of absence, may be terminated from employment.
- 4) This notification and review process shall only apply to subsection (c)(2) and (c)(3).
 - A) The employer shall notify the employee that he/she will be terminated from the employer's service to become effective 15 calendar days from the date of mailing of the notification to the employee. The notification must be sent, by certified mail or by overnight delivery service that requires signature upon receipt, to the most recent address of the employee as shown on the employer's records.
 - B) At any time prior to the effective date of termination, the employee shall have the opportunity to provide to the employer evidence of the reason for the unauthorized absence. The employer shall revoke the termination if the employee provides satisfactory evidence of the reason for the unauthorized absence. If the employer determines that the evidence is not satisfactory, the employer shall notify the employee that the termination will remain in effect.
 - C) Within 15 calendar days from the original date of notification of termination, the employee may request a review of the termination decision pursuant to Section 250.130 of this Part. The review is limited to a determination of whether this Section has been properly applied and whether the employer's decision is deemed arbitrary or capricious. In the event a review is not requested within the allotted timeframe, the employee's termination from service shall be effective 15 days after the original notification.
- 5) The employer shall notify the Executive Director promptly of all terminations of employment, setting forth the reason for the termination.

d) Layoff

- 1) A layoff is defined as the temporary suspension of employment, or the permanent termination of employment, of an employee for business

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reasons, such as the decision that certain positions are no longer necessary or a business slow-down or interruption in work. Any layoff or temporary suspension of employment for 30 work days or less will be subject to provisions contained in subsection (b)(5) above.

- 2) The Executive Director shall be notified promptly of all employees on layoff status, together with the dates of the beginning of layoff and of return to employment from layoff status, when the layoff exceeds 30 consecutive work days. A status employee shall receive a written notice, at least 30 calendar days in advance of the effective date of layoff, when the layoff exceeds 30 consecutive work days; however, the effective date of layoff may be extended up to 15 days without the requirement of further notice.
- 3) 2) Whenever it becomes necessary to lay off one or more employees, except as provided in subsection (d)(4)(3), the employee who has the least amount of service in the class shall be laid off first, and additional layoffs shall be made in the ascending order of the place of the employee on the service and seniority lists for that class.
- 4) 3) An employee who is the incumbent of a position for which the Executive Director has authorized specialized certification under Section 250.60(d)(9), or who is the incumbent of a position that has previously been identified as requiring specialized training or experience as required by the position in accordance with minimum acceptable qualifications for the class, may not be bumped by another employee with greater seniority unless the employee with greater seniority possesses the special and identified qualifications authorized for the incumbent's position.
- 5) 4) Whenever it becomes necessary to reemploy one or more employees in a class, the employee last laid off by seniority shall be reemployed first, and further reemployment shall be made in the order of seniority until the reemployment register for that class is exhausted. Work of short duration requiring reemployment of one or more employees will not require a new written 15 day advance notice of layoff if the work period is to be 5 consecutive working days or less and the work is emergent in nature.
- 6) 5) A status employee who is subject to layoff from a part-time position may bump an employee in a full-time status position, providing the part-time employee's equivalent full-time accrued seniority based on hours in pay status is greater than that of the least senior employee in a full-time position. A full-time status employee who is subject to layoff may bump the least senior full-time employee, who then may bump the part-time employee having the highest percent-time appointment, providing the full-time employee has more accrued seniority.

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~~7.6~~ Names of employees laid off during their probationary periods shall be returned to the register from which they were certified to their position in accordance with service in a status appointment earned as of the date of layoff.

(Source: Amended at 8 Ill. Reg. 24732, effective December 6, 1984)

(Source: Amended at 18 Ill. Reg. 1901, effective January 21, 1994)

(Source: Amended at 30 Ill. Reg. 17384, effective October 23, 2006)

(Source: Amended at 33 Ill. Reg. 11644, effective July 22, 2009)

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Section 250.120 Seniority

- a) Accumulation of Seniority
 - 1) After the completion of the probationary period, the status employee's seniority shall date from the beginning of the probationary period. Seniority is accumulated on the basis of hours in a pay status exclusive of overtime. Seniority may be accumulated in certain types of non-pay status under specified conditions as provided for in subsections (f), (g), (h), (i) and (k)(j).
 - 2) Seniority, once earned in a class, is retained during any period of continuous employment:
 - A) Except as provided for in lesser units in accordance with subsection (1)(k)(2).
 - B) Except an employee does not retain seniority in any class from which he/she has been demoted because of unsatisfactory performance or for disciplinary reasons.
- b) Retention of Seniority. Seniority accrued in a class is retained for that class for purposes of retreat rights even though an employee accepts a position in another class outside of the promotional line.
- c) Seniority Lists. Each employer shall maintain a public and current seniority list that includes the names of all status employees in each class in order of their seniority.
- d) Ties in Seniority Lists
 - 1) If two or more employees have the same seniority, their names shall be placed on the seniority list in the order of their scores in the examination for the position; i.e., the person with the highest score shall be first, next highest second, and continuing in descending order of their scores. Seniority between employees who receive the same score on the examination shall be determined in accordance with years of service at the place of employment, then in accordance with date of application for employment.
 - 2) If two or more employees have the same seniority in the same lesser unit, subsection (d)(1) shall apply.

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- e) Accumulation of Seniority, or Service, in Promotional Line. Seniority or service in a higher class in a promotional line may be added to seniority or service earned in a lower class in the same line to compute total seniority or service in the lower class. Seniority earned in a class shall be counted toward seniority in a lower class in the same promotional line even though the employee may not have served in the lower class. Seniority or service earned in a lower class in a promotional line may not be added to seniority or service earned in a higher class in the same line to compute total seniority or service in the higher class.
- f) Accumulation of Seniority during Disability. Subject to limitation imposed by subsection (h), employees accrue seniority while on leave of absence for disability, as defined in Section 250.110(b)(3) and for an occupational or work-related disability that becomes the subject of payment of income benefits as defined by the Workers' Compensation Act [820 ILCS 305], the Workers' Occupational Diseases Act [820 ILCS 310], a State self-insurance program, or other appropriate authority.
- g) Accumulation of Seniority during Authorized Absence without Pay. An employee shall accrue seniority during approved leaves of absence without pay, not exceeding a total of 30 work days within any calendar year.
- h) Accumulation of Seniority during Furloughs. An employee shall accrue seniority during all furloughs not exceeding a total of 30 work days within any calendar year.
- i) ~~h~~ Accumulation of Seniority during Layoff Status. An employee continues to accrue seniority during layoff occasioned by a break in the academic calendar or during any other layoff period, not in excess of 30 consecutive work days.
- j) ~~i~~ Accumulation of Seniority during Suspension. Employees do not accrue seniority while on suspension.
- k) ~~j~~ Accumulation of Seniority during Military Service
 - 1) A status employee accrues seniority during leave for military service until the date of separation from active military service and for 90 calendar days after separation, if the separation is under conditions other than dishonorable.
 - 2) An employee whose name has been certified and who has not completed the probationary period at the time of approval for leave for military service shall continue to accrue seniority in his/ her classification for the entire time of leave for military service until the date of separation from

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active service and for 90 calendar days after separation, provided the employee meets the following conditions:

- A) the separation from active military service is under conditions other than dishonorable;
- B) reemployment occurs in a position of the same class in which employed at the time of leave for military service; and
- C) the probationary period is satisfactorily completed in the class upon reemployment.

1) k) Effect of Lesser Units on Seniority

- 1) Lesser units, for purposes of determining seniority, may be approved by the Merit Board, provided two-thirds of the status employees within the class involved in the approval of the lesser unit shall agree to the creation of the lesser unit. A lesser unit can be disestablished only by agreement (i.e., election) of two-thirds of all status employees in the class at the place of employment (subject to subsequent approval by the Merit Board).
- 2) A status employee who accepts a position in a different lesser unit relinquishes seniority acquired in the previous lesser unit, but cannot be required to serve another probationary period, providing there is no change in class.
- 3) An employee in a lesser unit who accepts a temporary assignment in another lesser unit during a period of layoff does not accrue seniority in the latter unit.

m) l) Effect of Vacation Time on Seniority at Time of Separation. At the time of separation, seniority shall be accrued only through the period of actual service to the employer. Payment for earned vacation time shall not be included in the seniority computation.

n) m) Restoration of Seniority after Retirement. If a retired employee is reemployed within 60 days after retirement, seniority earned up to the effective date of retirement shall be restored.

(Source: Amended at 32 Ill. Reg. 17268, effective October 16, 2008)

(Source: Amended at 33 Ill. Reg. 11644, effective July 22, 2009)

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70)

2.1 CRITERIA FOR DETERMINATION OF NONSTATUS APPOINTMENTS

Nonstatus Appointments are made in accordance with qualifications and standards established by the [State Universities Civil Service Act \(Act\) \(110 ILCS 70\)](#) and [Section 250.70 of the Illinois Administrative Code \(80 Ill. Adm. Code §250.70\)](#)~~Statute and Rules~~, are noncontinuing in nature, and permit termination by the employer.

Types of Nonstatus Appointments:

- a. Temporary Appointments* (See Section 36m of the [Act \(110 ILCS 70/36m\)](#)~~Statute~~)
- b. Provisional [Appointments](#) (See Section 36n of the [Act \(110 ILCS 70/36n\)](#)~~Statute~~)
- c. Apprentice Appointments
- d. Trainee Appointments
- ~~e. Learner Appointments~~
- ~~ef.~~ Student Appointments ([See section 5.1 of the Exemption Procedures Manual](#))
- ~~fg.~~ Extra Help Appointments

* Appointment notices need not be submitted to the [University](#) System office.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(a))

2.2 TEMPORARY APPOINTMENTS

Temporary Appointments may be made for *NOT MORE THAN THREE MONTHS*: they may be extended up to a *MAXIMUM OF SIX MONTHS, LESS ONE DAY*, only with prior approval by the Executive Director. A temporary appointee upon reaching the maximum shall be terminated and cannot resume employment in any Temporary Appointment in the same class until 30 calendar days have elapsed.

Individual requests for approval of extension shall include employee's name, classification, initial date of Temporary Appointment, date to which extension is requested (as appropriate), and specific justification. Approvals of extensions are made by endorsement on letters of request.

Employees on Temporary Appointments may be terminated with a Termination Notice. An employee on a Temporary Appointment may wish to resign, in which case the Resignation form shall be used.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(b))

2.3 PROVISIONAL APPOINTMENTS

The DER shall notify the University System office of all Provisional Appointments as such appointments are made and mark the notice **PROVISIONAL**.

When an employee is no longer Provisional, the employer must issue a notice of employment. Employees on Provisional Appointments may be terminated with a Termination Notice, and the University System office notified.

An employee on a Provisional Appointment may wish to resign, in which case the Resignation form shall be used, and the University System office notified.

A Provisional employee shall begin a probationary period on the date the employee passes a Civil Service examination and accepts a status appointment.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

2.4 TRAINEE APPOINTMENTS

A Trainee Appointment within any classification may be made by an Employer upon approval of a qualified Trainee Program for that designated classification/employee.

General Employment Standards for Trainee Appointments

- a. Upon satisfactory completion of the designated Trainee Program, the Trainee shall be certified to a position in the class for which training has been received, without examination or register consideration.
- b. Upon receiving a status appointment to the class, the employee must serve a full probationary period.
- c. Seniority in the promotional line or class shall be counted from the date the Trainee completes the Trainee Program.
- d. If a class has fewer than 10 positions, an employer may have one Trainee Appointment in the class. If a class contains 10 or more positions, not more than 10% of the total positions in the class may be filled by Trainee Appointments on any one day of operation. For strictly mathematical purposes in this respect, an employee shall be counted as a Trainee Appointment until they have satisfactorily completed their probationary period for the designated class.
- e. Trainee Appointments may not be made to a class when candidates are available from either a Reemployment or Promotional Register for that class. The following statement shall be included and confirmed on all requests for Trainee Programs: "No qualified candidates are available from a Reemployment or Promotional Register for this class."
- f. Trainee Appointments are not required to be terminated prior to layoff of status employees, except when Trainee Program guidelines have established such action.

Consideration of a Trainee Program request and approval shall follow the guidelines in Section 2.8, Trainee Programs and use **Form 2.6, Request to Establish Apprenticeship/Trainee Program**.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(~~fg~~))

2.59 EXTRA HELP APPOINTMENTS

The DER shall maintain a written record of examination, which shall show an evaluation of the applicant's qualifications, as based on a review of an application form and on the results of an interview between the applicant and an appropriate member of the DER's staff.

No records of the results of such examination, and hence no register information is to be filed with the University System office. Selection records for Extra Help candidates MUST NOT be incorporated into the official registers of any place of employment and are not transferable from one place of employment to another.

Employees on Extra Help Appointments may be terminated with a Termination Notice. An employee on an Extra Help Appointment may wish to resign, in which case the Resignation form shall be used.

A review of Extra Help Appointments for compliance with the 900 hour limitation, any corresponding extension, and/or any other applicable criteria for such appointment shall be made at least every three months by the DER.

An Extra Help appointee, upon reaching 900 hours of accumulated employment, must be terminated and cannot resume employment in any Extra Help Appointment until 30 calendar days have elapsed unless an extension is approved by the Executive Director of the University System. Consideration of an Extra Help extension request and any approved Extra Help extension shall follow the guidelines and application process outlined below.

General Guidelines for Extra Help Extensions

- a. In all instances, formal University System office approval is required before any extension can be implemented. Extensions of the 900 hour limitation must be approved by the Executive Director of the University System and will be granted, under very limited circumstances, in instances demonstrating a critical need or unusual/rare circumstances.
- b. An extension will not alter the nonstatus nature of the Extra Help Appointment.
- c. Extensions will only be granted for a specified time in increments of one year or less beyond the original 900 hour limitation. Reapplication and approval by the Executive Director of the University System is required at the expiration of the extension period. If the critical need continues to exist, each extension request will be carefully reviewed on a case by case basis and consecutive extension requests will generally require extraordinary or compelling

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(~~fg~~))

justification. *Long term extensions or consecutive term extensions may reflect a permanent staffing need and a recommendation to staff accordingly.*

- d. An extension request will be considered for an individual employee/position or group of employees/positions.
- e. Justification for an Extra Help extension may include:
 - 1. Continuing disability, pregnancy leave, military leave, or other approved leave of absence where the employer expects the return of the employee holding the original appointment. The extension may not exceed the period of the approved leave.
 - 2. Intermittent need of highly skilled technical or professional positions/employees that have been trained by the employer. Consideration will be given to recruitment difficulty based on verifiable job market demand components. Examples of positions that may fall within this guideline are medical personnel, information technology staff, and law enforcement personnel.
 - 3. A project that requires completion within a short timeframe, such as one year or less, and there is no additional funding available.
 - 4. Other situations resulting in a critical need or unusual and rare circumstances.
- f. Extensions due to workload peaks will generally not be granted unless it has a direct effect on the health and safety of students, patients, faculty/staff or the general public who are invited to sponsored events.
- g. In all instances, consideration will be given to factors such as a defined financial restriction, business necessity, operational needs, reorganizational needs, length of requested exemption, health/safety issues, and the evaluation of other available employment options in lieu of the extension request.
- h. If extensions are not approved, the Extra Help employee/position must be terminated in accordance with the 900 hour limitation described above.
- i. For audit purposes, the employer will need to maintain the names and exact number of hours worked/paid for each employee/position subject to an Extra Help extension.

Application Guidelines for Submitting an Extra Help Extension Request

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(~~fg~~))

- a. All required information, as listed below, must be submitted in order for the request to be considered. **Form 2.510a, Request for Extra Help Extension** may be utilized to submit these extension requests. See Example 2.9a. All of the required exemption request elements are contained in this form.
- b. Request for an extension must be submitted in a timely manner for uninterrupted continuation of coverage for the current employee(s) and workload. In most instances, extension requests should usually be submitted 30 days before the original 900 hour limitation has been reached. In some instances, consideration will be given to a request submitted in advance for a specified group of employees or positions, if based on a clearly defined anticipated need for a definite period of time of one year or less.
- c. The following information is required when submitting an extension request:
 1. Certification signed by the DER that the work to be performed is the same work performed as of the time of the initial Extra Help Appointment and no other reasonable means exists to meet the employment and operational needs.
 2. Employee(s)'s name, if request is for an individual or a small group of individuals. If requesting an extension for a large group, please submit the estimated number of employees and positions to which the exemption will apply.
 3. A description of duties that the Extra Help employee(s) will be expected to perform, the classification(s) designation of the work to be performed, and the assigned department(s) or work area(s).
 4. Planned start and end dates of extension, or number of extended hours (above 900) needed.
 5. Confirm the number of employees on the re-employment register in the classification to be utilized in the extension.
 6. Verification that appropriate employee groups have been notified, along with some indication of their reaction to such a request.
 7. Detailed explanation of need and justification for extension.
 8. If applicable, any previous history and implications regarding similar extensions.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(~~fg~~))

9. List of alternative employment or operational actions considered.
10. An explanation of the consequences if the extension request is denied.

DRAFT

State Universities Civil Service System

REQUEST FOR EXTRA HELP EXTENSION

To be completed by the Employer's Designated Employer Representative (DER), Human Resource Director or designee.

Employer Information

Date: _____

University/Agency: _____

Employment Location: _____

HR Contact: _____

Tele #: _____

Fax #: _____

Employee/Position Information (Individual/Group)

Individual or Small Group Exemption Request (1-5 employees/positions):

<u>Employee(s) Name</u>	<u>Classification</u>	<u>Position Number</u>	<u>Original Appointment Date</u>	<u>Current Hours Worked</u>
-------------------------	-----------------------	------------------------	----------------------------------	-----------------------------

Planned start date: _____

Planned end date: _____

Provide a description of duties that the Extra Help employee(s) will be expected to perform, the classification(s) most directly responsible for these duties, and the department(s) and/or work area(s) to which they will be assigned:

If this request is a reapplication for the same employee/position or for a small group, list the total number of hours each employee worked under the previous authorized extension.

<u>Employee(s) Name</u>	<u>Total Number of Hours Worked</u>
-------------------------	-------------------------------------

Large Group Exemption Request (6 or more employees/positions)

Please note the classification(s) and provide the estimated number of employees and positions to which the extension will apply:

<u>Classification(s)</u>	<u>Estimated Number of Employees</u>	<u>Estimated Number of Positions</u>
--------------------------	--------------------------------------	--------------------------------------

Planned start date: _____

Planned end date: _____

Provide a description of duties that the Extra Help employee(s) will be expected to perform, the classification(s) most directly responsible for these duties, and the department(s) and/or work area(s) to which they will be assigned:

If this request is a reapplication for a large group, list the total number of employees in the group and the total number of hours the group worked under the previous authorized extension.

Total Number of Employees in Group

Total Number of Hours Worked

Other Employment Considerations

Are there employees on the re-employment register in the classification(s) to be utilized in the extension?

☐ Yes ☐ No

Is the classification(s) represented by a collective bargaining agreement? ☐ Yes ☐ No

If yes, what union?

Have appropriate employee groups been notified of the extension request? ☐ Yes ☐ No

Describe the employee group response to the request:

Justification for Extension

Provide a detailed explanation of the need and justification for the extension, along with the following information:

- Any previous history and implications regarding similar requests.
- List of alternative employment or operational actions considered.
- A brief explanation of any proposed permanent solution to resolve the need for further extensions.
- A brief explanation of the consequences if an extension request is denied.
- Any other pertinent information.

The undersigned hereby certifies that the information supplied herein is true and accurate to the best of your knowledge and the Extra Help extension request made herein is for the same work performed as of the time of the initial Extra Help Appointment and no other reasonable means exists to meet this defined temporary employment and/or operational need.

Signature of Designated Employer Representative

Date

Executive Director's Action

- ☐ *Request for Extension has been approved for period of _____, ending on _____.*
- ☐ *Request for Extension is being returned without approval. (See Attached.)*

Executive Director

Date

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(c) and (d))

2.6 IN-SERVICE TRAINING PROGRAMS

Types of In-service Training Programs:

1. ♦ Apprentices Programs

2. ♦ Trainee Programs

3. — Learner Programs

~~Procedures to Establish In-Service Training Programs: The DER must file **Form 2.6a, Request to Establish Apprentice/Trainee Program** files with the University System office prior to the implementation of any in-service program. a Request to Establish Training Program form in duplicate. See Example 2.4a. The form provides a will guide for the Employer in planning a recommended program. The Employer shall specifically detail the standard for such a program, consider the "measuring sticks" to be used from the point of selection through to the completion of the program, and these shall be spelled out in the program outline submitted. Likewise, the Employer shall build evaluation and assessment components into the program. the responsibilities for making the progress and final assignment evaluations. NO SUCH PROGRAM MAY BE IMPLEMENTED PLACED INTO EFFECT WITHOUT PRIOR APPROVAL BY THE EXECUTIVE DIRECTOR OF THE UNIVERSITY SYSTEM OFFICE. The duplicate copy of the request form showing the Director's action will be returned to the DER.~~

State Universities Civil Service System

REQUEST TO ESTABLISH APPRENTICE/TRAINEE PROGRAM

Class:

Effective Date:

Employer:

Designated Employer Representative

Date:

Program Type:

- ☐ ~~Learner~~ Trainee Appointment
☐ Trainee Apprentice Appointment
☒ Apprentice

Nature of Program:

- ☐ Group
☐ Individual *
☐ Supported Employee *

*Name: _____

Program Duration:

Indicate how applicants are individual is to be selected
responsible for
for program participation:
of training:

Indicate position title and name of individual(s)
who will be responsible for evaluating program am ess
participants:

PROGRAM DETAILS:

Compensation Program Program Length: _____ Salary to be paid to be applied to participants:
while in training

Salary Rate(s) _____ (% of range minimum): Duration _____

****Please note that the starting salary may be no more than 95% of the minimum of the approved pay range and the ending salary may be no more than 95% of the midrange of the approved pay range for the class.**

Schedule of training to be provided; i.e., program details, dates, subject matter, standards of progress, method of evaluation (attach additional pages as needed):

Indicate current composition of employment register(s) for designated class:

Executive Director's Action

☐ ***Approved***

☐ ***Returned (see attached)***

Date

Executive Director

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(c))

2.75 APPRENTICE PROGRAMS

An Apprentice program is applicable for any class defined as an "apprenticeable occupation"¹ by the Bureau of Apprenticeship and Training (BAT), United State Department of Labor. **However, no Apprentice program shall be developed for a job classification when there is an existing registered area program.**

In the event it should become necessary to develop and establish an Apprentice Program, it shall be developed by a Joint Apprenticeship Committee (JAC) composed of the Employer, employee representatives, and a representative from the BAT. Standards developed for the program shall include, but are not limited to, the following:

- ◆ criteria for screening and selection of apprentices,²
- ◆ term of apprenticeship,
- ◆ requirements of related instruction,
- ◆ schedule of work processes,
- ◆ progressively increasing wage schedule,
- ◆ periodic progress evaluations,
- ◆ recognition for successful program completion, and
- ◆ other requirements as established by the JAC.

The program is submitted to the University System office for the Executive Director's approval and subsequently submitted to the BAT for approval and registration. One copy of the program, as approved and registered by the BAT, shall be forwarded to the University System office.

Upon successful completion of a program, the employee acquires journeyman status. If employment is continued at the journeyman level, **the employee is certified to a position of the class, without examination or reference to registers, and does not serve a probationary period.**

¹ An apprenticeable occupation is a trade or craft which is recognized as apprenticeable by the United States Department of Labor, Bureau of Apprenticeship and Training which is customarily learned through work experience (1) which requires 4,000 or more hours of work to learn, (2) which requires related instruction or study to supplement the work experience, (3) which is clearly identified and commonly recognized throughout the industry, and (4) which involves the development of skill and knowledge sufficiently broad to be applicable in like occupations throughout an industry, and meets the standards of the area.

² In the development of entrance qualifications for Apprentice programs, the qualifications established shall not conflict with the minimum acceptable qualifications listed in the class specification for the trade or craft for which the program is written.

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

2.86 TRAINEE PROGRAMS

Trainee Programs ~~may be utilized for any classification, are applicable for any class in which the class specifications require the applicant to meet certain educational and/or experience requirements,~~ except craft and trade classes for which the Apprentice program is applicable. Employers may seek approval of a Trainee Program based on one of the following factors:

- a. Candidate(s) lacks one or more of the minimum qualifications for the class.
- b. Recruitment efforts have failed to attract qualified candidates. Trainee Programs may be established whenever the examining instrument has not produced a representative cross-section of candidates from all sex, ethnic, racial, and cultural backgrounds, or when fully qualified applicants for the class cannot easily be recruited.
- c. Operating needs warrant ongoing training to supplement staffing recruitment efforts. Trainee Programs may be established to handle circumstances where critical 24/7 positions have been difficult to fill, such as in the Police Officer Series, and Trainee Programs would assist in ensuring proper staffing levels are maintained.
- d. There is a recognized need for specialized training appointments in technical or professional fields. Trainee Programs may be established for specialized technical or professional positions, such as in the It or health care positions, which are unique and may require special, extraordinary recruiting activities.

~~Trainee programs may be established whenever the examining instrument has not produced a representative cross-section of candidates from all sex, ethnic, racial, and cultural backgrounds, or when fully qualified applicants for the class cannot be recruited. When submitting the request, the Employer shall state the present composition of the register.~~

~~Trainee programs may be written in one of two ways — Group or Individual programs. Where experience in recruiting applicants for a particular class demonstrates the lack of a particular qualification(s), or a portion thereof, which is common to the majority of applicants, a Group program may be developed in which training is provided in the commonly lacking qualification(s). In the majority of cases, however, Individual programs will better meet the needs of both the applicant and the Employer, in that programs may be "tailored" to provide training in the specific area(s) lacked by the individuals thereby qualifying the individual sooner, and at the same time, reducing training time and expenses.~~

~~Time limits for Training programs will vary depending upon the time needed to complete the required training. When experience is the lacking qualification, the program time limit will amount~~

Section 2 – Nonstatus Appointments

(Reference 80 Ill. Adm. Code §250.70(d))

~~to approximately the same amount of experience the Trainee lacks. Educational qualifications lacking in an individual may be treated in much the same manner, except that high school graduation may be compensated for by use of the G.E.D. test. College or university educational requirements which are lacking may generally be made up by month-for-month work experience, or, if feasible, by attendance at a college or university, while employed as a Trainee.~~

General Guidelines for Trainee Programs

- a.** In all instances, formal University System office approval is required before any employer can initiate a Trainee Program. **See Form 2.6a, Request to Establish Apprentice or Trainee Program.**
- b.** Trainee Programs will be considered for an individual position or group of positions within a classification. Trainee Programs may therefore be developed in one of two ways, Group Programs or Individual Programs. Where recruiting efforts for a particular classification yields an applicant pool that overall lacks a particular qualification(s) or experience.
- c.** Trainee Programs must include the following elements:
 - 1. A predetermined and scheduled program of development, training or experience for the candidate(s) must be established and approved.** This should include details regarding the program duration, program elements, standards of progress, and employee assessment components. Time limits for Training Programs will vary depending upon the time needed to complete the required training. When simple experience is the common requirement, the program time limit will amount to approximately the same duration of experience needed to meet the minimum qualification requirement. A lack of educational qualifications may be treated in much the same manner, except that high school graduation may be compensated for by use of the G.E.D. test. Deficits in college or university educational requirements may generally be made up by month-for-month work experience or, if feasible, by attendance at a college or university, while employed as a Trainee.
 - 2. A compensation program must be assigned and approved.** Employees in a Trainee Program may receive no more than 95% of the minimum of the approved pay range for the class. The maximum salary for employees in a Trainee Program, after increases have been awarded, shall not exceed 95% of the midrange of the approved pay range of the classification. Trainee Programs shall specify the method of payment. For example, a detailed salary plan may be developed which provides for progressively increasing wages payable upon completion of various phases of the training or, the

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(Reference 80 Ill. Adm. Code §250.70(d))

salary plan may simply provide that employees in Trainee Programs shall receive a certain percentage of the minimum of the range or rate of the class. In the latter instance, all employees in the same Trainee Program shall be paid at the same rate. Multiple rates may be paid to Trainees in the same program only when the compensation program so provides.

3. A pre-employment selection process shall be described. Pre-employment selections shall identify an individual's overall potential to perform the duties and assume the responsibilities of the class of work after adequate training.

Application Guidelines for Submitting Trainee Program Requests

All required information, as listed below, must be submitted in order for the Trainee Appointment request to be considered. Form 2.6a, Request to establish Apprentice or Trainee Program, should be utilized to submit these requests. All of the required Trainee Program elements are contained in this form and include: The following items shall be covered in each program:

- a. Program Duration: Programs shall be designed to provide the necessary amount of training in the shortest period of time. Trainee Programs may not exceed 24-months. The duration of Trainee programs is based upon the time required for the Trainee to make up what is lacking in the minimum qualifications of the class.
- b. Pre-employment Selection: The bases by which the employees Trainee(s) are to be selected to participate in the Trainee Program shall be described.
- c. Program Elements: Training shall include those elements which will permit the employee, upon the completion of the program, to perform at a level of competence comparable to that of any candidate originally employed in the classification Trainee to make up what is lacking, thus qualifying the Trainee for admission to the examination for the class.
- d. Standards of Progress/Assessment: Standards shall be developed to measure the employee's Trainee's progress at defined stages of the program to determine continuance in and completion of the program. Such evaluations shall be objective, shall be discussed with the employee directly relate to the elements covered during that phase of the training, shall be objective, and shall be discussed with the Trainee at the time of each evaluation, and shall directly relate to the elements covered during that phase of the training.
- e. Termination Provisions: Section 250 of the Illinois Administrative Code (80 Ill. Adm. Code §250) Civil Service Rules ~~do~~ does not require the termination of employees in Trainees

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(Reference 80 Ill. Adm. Code §250.70(d))

Programs prior to the layoff of status employees. If desired, such provisions shall be incorporated in the program.

- f. ~~CompensationSalary Plan: A detailed salary plan for employees selected to participate in Trainee Programs must be provided. Trainees may receive no more than 95% of the minimum of the range or rate of the class. Programs shall specify the method of payment. For example, detailed salary plans may be developed which provide for progressively increasing wages payable upon completion of various phases of training, or, they may be simple and provide that Trainees shall receive a certain percentage of the minimum of the range or rate of the class. In the latter instance, all Trainees in the same program shall be paid at the same rate. Multiple rates may be paid to Trainees in the same program only when the program so provides.~~
- g. ~~Civil Service Examination: A statement shall be included on each program indicating that the Trainee must apply for, and pass, the Civil Service examination for which the Trainee has received training, before receiving a Status Appointment to the class.~~
- h. ~~Probationary Period: Upon receiving a Status Appointment to the class, the employee must serve a full probationary period.~~
- i. ~~Register Considerations: The following statement shall be included on all requests for individualized Trainee programs: "No qualified candidates are available from a Reemployment or Promotional register for this class."~~

Trainee Program Revisions –

Trainee Programs are to be reviewed whenever class specifications are revised or within 5 years of the original approved/effective date of the Trainee Program. A new Form 2.6a, Request to Establish Apprentice or Trainee Program, must be submitted and approved for this purpose. All approved Trainee Programs on file with the University System office will periodically be reviewed for compliance with the above guidelines.~~Upon review of the Trainee program, DERs will submit either a revised Trainee program or written documentation (e-mail or letter) to the System office, indicating that their current program remains up-to-date and is in accordance with the newly revised class spec.~~

~~All approved Trainee programs, on file with the System office, will periodically be reviewed for compliance with the above.~~

Section 2 – Nonstatus Appointments

(Reference section 110 ILCS 70/36s of the Act)

2.98 SUPPORTED EMPLOYEES PROGRAM

Background

PA 87-346 was enacted on 9/9/91, and added Sec. 36s to our Act (Act) (110 ILCS 70/36s) Statute charging the Merit Board with developing and implementing a Supported Employment Program. Supported employment is described as competitive work in integrated work settings for individuals with severe handicaps for whom competitive employment has not traditionally occurred, or for whom it has been interrupted or intermittent as a result of a severe disability and who needs on-going support services to perform such work. Participation in the program is to be based on the assumption that with support, adaptation, or both, a job can be designed to take advantage of the supported employee's special strengths.

A supported employee is described as an individual who has one or more physical or mental disability which seriously limits functional capacities, including, but not limited to, mobility, communication, self-care, self-direction, work tolerance or work skills, in terms of *employability as defined, determined and certified by the Department of Human Services (DHS)*.

Sec. 36s(d) of the Act (110 ILCS 70/36s(d)) Statute provides for the establishment of "job classifications for supported employees who may be appointed into the classifications without open competitive testing requirements" for not less than 3 or more than 12 months.

Procedures

Employers desiring to participate in the Supported Employees Program should contact their local DHS office and request that candidates certified as eligible for supported employment be referred for consideration. *Inasmuch as supported employees are to be appointed without open competitive testing, Learner appointments are to be utilized for these placements. In this regard, the entry level of any promotional line, or any single class not a part of any promotional line may be considered an "entry class" for purposes of using Learner appointments for supported employee placements only.* As a part of the process in finalizing the individual's appointment, a **Form 2.6a, Request to Establish Apprentice/Trainee Training Program form** ~~(see Example 2.4a)~~ should be completed which describes the type and amount of training to be made available to the individual. ~~(See Section 2.7 of the Employment and Separation Procedures for establishing Learner Programs.)~~ Upon approval of the request, the appointment process may be finalized.

Section 36s(f) of the Act (110 ILCS 70/36s(f)) requires the Merit Board to submit an Annual Report to the General Assembly regarding the employment progress of supported employees. Accordingly, DERs shall submit a copy of **Form 2.9a, the Monthly Supported Employee Program Report** ~~form~~ to the University System office within 10 working days following the end of each month. See Example 2.8a.

State Universities Civil Service System

MONTHLY SUPPORTED EMPLOYEE PROGRAM REPORT

Indicate the number of employees who have been certified by the Department of Rehabilitation Services (DORS) as eligible for participation in the Supported Employees Program in each of the following areas:

1. Number currently enrolled in training programs: _____
2. Number who have successfully completed training program: _____
3. Number terminated prior to completion of training program: _____
4. Number currently serving probationary period: _____
5. Number dismissed during probationary period: _____
6. Number who successfully completed probationary period: _____
7. Total number of status supported employees currently working: _____
8. Please provide the following information, as applicable, **that occurred during the reporting period:**
 - a) Placements made to existing Group Learner or Trainee Programs:

<u>Employees' Name</u>	<u>Class</u>	<u>Date of Appointment</u>
------------------------	--------------	----------------------------
 - b) Employees who were either dismissed during probationary period or terminated (*please indicate (D) for dismissed or (T) for terminated by the employees' name*):

<u>Employees' Name</u>	<u>Class</u>	<u>Date of Appointment</u>
------------------------	--------------	----------------------------
 - c) Employees who successfully completed their probationary period:

<u>Employees' Name</u>	<u>Class</u>	<u>Date of Appointment</u>
------------------------	--------------	----------------------------

COMMENTS: (use back or additional sheet if needed)

Reporting Period _____
(Month/Year)

Employer

Date: _____

By: _____
(DER or Designee)

Section 2 – Nonstatus Appointments

2.10 NOTICE OF EMPLOYMENT

The University System office shall be notified when a candidate is employed by a Provisional Appointment, Apprentice Appointment, and Trainee, ~~Learner, or Apprentice~~ Appointment, or whenever there is ANY change in the employment status except a change in rate of pay. The University System office need not be notified when Temporary, Extra Help, or Student Appointments are made.

Information necessary for University System records is shown on the Form 2.10a, Notice of Employment for New Employees. ~~sample notice in this chapter. See Example 2.10a.~~

State Universities Civil Service System

NOTICE OF PLACE OF EMPLOYMENT FOR NEW EMPLOYEES

Notice of Employment for New Employees

Employment Record

☐ New Employee ☐ Former Employee ☐ Transfer

Date Prepared _____

Name of Employee _____

Position Classification _____

Department _____

CS Position Number _____ ☐ New ☐ Existing ☐ Change-in-Title ☐ Reclassification ☐ Reallocation

Policy Number _____

Effective Date _____

Percent of Time _____ Salary _____

Type of Appointment ☐ Certified ☐ Apprentice ☐ Temporary
 ☐ Provisional ☐ Trainee
 ☐ Contract ☒ ~~Learner~~ ☐ Extra Help

Employment under the above conditions will continue until further notice, subject to the State Universities Civil Service Act (110 ILCS 70) and section 250 of the the Illinois Administrative Code (80 Ill. Adm. Code §250) Statute and Rules governing the State Universities Civil Service System.

Designated Employer Representative

Section 5 – Position Control

*(Reference Civil Service Rule 250.30)***5.5 POSITION CONTROL RECORD INFORMATION REQUIREMENTS**

Employers shall report the following information to the System Office —

- a. **INDIVIDUAL REPORTS AFFECTING EMPLOYEES**, due immediately following their issuance, are required for the following transactions: layoff, demotion, dismissal, discharge, disciplinary suspension, and suspension pending discharge.
- b. **MONTHLY REPORTS**, due no later than 10 working days following the last working day of each month, shall include the following information:
 1. Number of Resignations during the month.
 2. Number of Other Separations:
 - i) Retirement
 - ii) Death
 - iii) Inability to Return from Leave
- c. **QUARTERLY REPORTS** shall be due no later than 15 working days following the last working day of each quarter (September, December, March, and June), and shall include the following information for all classes in use listed in accordance with the Index of Classes:
 1. **Position Control**
 - i) Class Spec. Code Number – Class Title – Occupational Area – Rate Type (R, N, P, and E)
 - ii) Position Number – Employee Name – Date of Appointment – Organizational location.
 - iii) If applicable, indicate the following additional employee information:
 - A) Percent time of appointment if less than 100%
 - B) If employee is on leave or layoff more than 30 consecutive work days
 - C) If position is vacant
 - iv) Class Totals
 - v) Number of occupied positions
 2. **Occupational Area**
 - i. Number of employees by ethnic and gender within each occupational area (see Example 5.5a).
- d. **EMPLOYEES SERVED CHART** shall be due no later than 10 working days following the last working day of each quarter (September, December, March, and June), and shall include the following information for both state funded and non-state funded positions as reflected on the last working day of each quarter (see Examples 5.5b for the Instructions and 5.5c for the Reporting Form):
 - ◆ Number of Status Employees;
 - ◆ Number of Learner, Trainee, and Apprentice Employees;
 - ◆ Number of Temporary Employees;
 - ◆ Number of Extra Help Employees;

Corrected – 3/10/03

Page 1 of 2

Changes Highlighted in Background Shading

Section 5 – Position Control

(Reference Civil Service Rule 250.30)

- ◆ Number of Provisional Employees; and
- ◆ Number of Student Employees

QUARTERLY OCCUPATIONAL ETHNIC AND GENDER REPORT

Occupational Area	Total	Caucasian Employees	Black Employees	Hispanic Employees	Other Employees	Female Employees	Male Employees
01 - Professional							
02 - Semi-Professional							
03 - Managerial							
04 - Clerical							
05 - Stores							
06 - Aeronautical							
07 - Agricultural							
SERVICE							
08 - Custodial							
09 - Domestic							
10 - Food							
11 - Heat, Light & Power							
12 - Medical							
13 - Protective							
TRADES							
14 - Skilled							
15 - Semi-skilled							
16 - Unskilled							
Work Program Participants							
TOTALS							

Example 5.5b

**INSTRUCTIONS FOR THE
COMPLETION OF EXAMPLE 5.5c FORM**

Quarterly Report of Employees Served Chart

- 1) Complete the university/agency name and address.
- 2) Indicate the applicable quarter by circling one of the four choices.
- 3) In the first column labeled 'Total Number of Employees', indicate the number of employees assigned to each of the employment categories.

In the second column labeled 'Number Non-State Funded', report the number of employees in that specific employment category who are primarily supported by funds other than general revenue. (Note: Please report those employee who have at least 50% of their salary supported through funds other than general revenue. For the purpose of this report, funds other than general revenue shall include federal grants, state grants, local government grants, private corporation or foundation grants, or any other 'soft' money funds.)

- 4) The DER should then sign and date the form and submit to the System Office. The DER or their designee may electronically submit this report via email to kenp@sucss.state.il.us.

Example 5.5c**QUARTERLY REPORT OF EMPLOYEES SERVED**

Employer: _____

Address: _____

For Quarter Ending (Circle one): **3/31** **6/30** **9/30** **12/31**

<u>Employment Category</u>	<u>* Total Number of Employees</u>	<u>* Number Non-State Funded</u>
1. Civil Service Status	_____	_____
2. Civil Service Temporary	_____	_____
3. Civil Service Extra Help	_____	_____
4. Civil Service Provisional	_____	_____
5. Civil Service Learners	_____	_____
6. Civil Service Trainees	_____	_____
7. Civil Service Apprentices	_____	_____
8. Student Employees	_____	_____

* *Head Count***CERTIFICATION**

This is to certify that the information above has been tabulated and submitted in accordance to the standards and requirements established in the State Universities Civil Service System Procedures Manual.

Submitted by: _____
 (Designated Employer Representative) Date

Section 7 – Quarterly Reporting Requirements

(Reference section 36e of the Act (110 ILCS 70/36e))

7.1 REPORTING REQUIREMENTS

a. Quarterly Employee Change Report

This report shall be due no later than the 10th working day following the last working day of each quarter (September, December, March, and June) and shall include the following for each employee changed from civil service status to exempt status (see Form 7.1a):

- ◆ Employee's Name
- ◆ Date of Change
- ◆ Civil Service Class
- ◆ Department/Unit
- ◆ Exemption Title
- ◆ Exemption Category*
- ◆ Department/Unit
- ◆ Reason for Change
- ◆ Status of "old" civil service position (filled/abolished/remains vacant)
- ◆ If position was filled, new employee's name and start date

b. Quarterly Report of Exempt Employees

This report shall be due no later than the 10th working day following the last working day of each quarter (September, December, March, and June) and shall include the following for both state funded and non-state funded positions (see Form 7.1b):

- ◆ *Number of employees assigned to each 36e(3) Position Standard Title*
- ◆ Number of employees considered exempt under Section 36e(2)*
- ◆ Number of employees considered exempt under Section 36e(4)*
- ◆ Grand Total of all exempt employees under Section 36e (2), (3), and (4)*

c. Quarterly Data Report

This report shall be due no later than the 10th working day following the last working day of each quarter (September, December, March, and June) and shall include the following for each exempt position:

- ◆ position number*
- ◆ position title
- ◆ exemption category*
- ◆ position FTE*

Section 7 – Quarterly Reporting Requirements

(Reference section 36e of the Act (110 ILCS 70/36e))

- ◆ exemption approval date or appointment date
- ◆ funding source (appropriated or non-appropriated)
- ◆ and any prior Civil Service position title and date of Civil Service appointment.

The data report need not duplicate other human resource reports that are submitted to the University System office.

**These new data elements will not be required until such time that a joint review of all currently submitted data reports has been conducted with all employers, and a formalized IT reporting protocol has been established and approved by the Merit Board .*

Form 7.1a

Quarterly Employee Change Report Civil Service to PAA

Name of Institution: _____ Date: _____

Person Completing Report: _____ Phone: _____
Email: _____

Please complete for each Civil Service employee who has taken a PAA position.

*Employee's Name: _____
(See Note below.)

Date of Change: _____

Previous Civil
Service Classification: _____

*Department/Unit: _____
(See Note below.)

Exemption Title: _____

Exemption Category: _____

*Department/Unit: _____
(See Note below.)

Please describe the reason for change, i.e., fill new position, promotion, etc.

Was the "old" Civil Service position filled? _____ Yes _____ No
If Yes: Employee Name _____ Start Date: _____

If the "old" Civil Service position was not filled, please explain status of the position (position canceled, downgraded to lower classification, etc.).

Signature of Designated Employer Representative: _____

Form 7.1b

QUARTERLY REPORT OF EXEMPT EMPLOYEES

Employer: _____

For Quarter Ending: 3/31 6/30 9/30 12/31
(Circle Quarter)

<u>Position Standard Titles</u>	<u>Total Number of Employees</u>	<u>Number Non- State Funded</u>
1 Assistant To	_____	_____
2 Executive Assistant To President/Chancellor	_____	_____
3 Executive Director	_____	_____
4 Director	_____	_____
5 Associate Director	_____	_____
6 Assistant Director	_____	_____
7 Physician	_____	_____
Attorney	_____	_____
Engineer	_____	_____
Architect	_____	_____
8 Coordinator	_____	_____
9 Specialist	_____	_____
<u>Other Exemption Categories</u>		
Total Number of Employees Exempt under 36e(2)	_____	_____
Total Number of Employees Exempt under 36e(4)	_____	_____
Total Number of Employees Exempt under 36e(5)	_____	_____
Grand Total	_____	_____

CERTIFICATION

This is to certify that the above employer has implemented and is conducting a cyclic review program for exempt employees wherein all exempt jobs are reviewed for currency of job content and title no less often than once every three years.

Submitted by: _____

(Designated Employer Representative)

Date: _____

Cost Proposal

The following tables outline the costs associated with the development of structured assessment systems for the police officer to lieutenant ranks.

Rate Schedule	
Classification	Rate/Hour
Consultant/Industrial Psychologist	\$175
Technical Writer	\$65
Administrative Assistant	\$25

Entry-level Police Officer

Project Step	Consult Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Exam plan development and job task analysis linkage: consultation with SUCSS to identify components of the entry-level interview process and define the skills/abilities that will be assessed; linkage of skill and ability areas to job task analysis via assessment matrix	4			\$700
Entry-level interview development (likely a situational-based structured interview and written problem solving exercise)	20	4		\$3,760
Assessor training regimen (assessor training manual for on-site assessors within the local agency)	6			\$1,050
Project Services Cost				\$5,510

Police Corporal

Project Step	Consult Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Exam plan development and job task analysis linkage: consultation with SUCSS to identify components of the corporal interview process and define the skills/abilities that will be assessed; linkage of skill and ability areas to job task analysis via assessment matrix	4			\$700
Corporal interview development (likely a situational-based structured interview, presentation exercise, in-basket and written exercise)	32	6		\$5,990
Assessor training regimen (assessor training curriculum (goals and objectives along with outline) and a PowerPoint presentation containing training content)*	12			\$2,100
Project Services Cost				\$8,790

* the assessor training program will be applicable to all ranks.

Police Sergeant

Project Step	Consult Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Exam plan development and job task analysis linkage: consultation with SUCSS to identify components of the sergeant interview process and define the skills/abilities that will be assessed; linkage of skill and ability areas to job task analysis via assessment matrix	4			\$700
Sergeant interview development (likely a situational-based structured interview, role-play exercise, presentation exercise, in-basket and written exercise)	36	6		\$6,690
Project Services Cost				\$7,390

Police Lieutenant

Project Step	Consult Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Exam plan development and job task analysis linkage: consultation with SUCSS to identify components of the lieutenant interview process and define the skills/abilities that will be assessed; linkage of skill and ability areas to job task analysis via assessment matrix	4			\$700
Lieutenant interview development (likely a community presentation/Q&A exercise, one-on-one role-play exercise, leadership interview, in-basket and written exercise)	38	6		\$7,040
Project Services Cost				\$7,740

Promotional Written Job Knowledge Exam**Development**

Project Step	Consult Hrs.	Tech. Wrtr. Hrs	Admin. Hrs.	Cost
Meeting with SMEs to review essential knowledge areas identified in the job task analysis, rate relative importance of knowledge areas and identify source material from which to draft items (deliverable = study/reference list)	4			\$700
Item development - 125 items developed	5	40		\$3,475
Review items with subject matter experts in order to affirm job-relatedness and to collect item difficulty ratings to assist in matching test content to cut-off score	4			\$700
Project Services Cost				\$4,875

TOTAL PROJECT COST

Project Step	Cost
Entry-Level Police)Officer Assessment	\$5,510
Police Corporal Assessment	\$8,790
Police Sergeant Assessment	\$7,390
Police Lieutenant Assessment	\$7,740
Police Officer,Cpl., Sgt. and Lt. Written exams (4 exams)	\$19,500
Project Services Cost	\$48,930

POLICE SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
3086(2786)	Police Officer	13	069	12 mo.		Rev.
2787(0951)	Police Corporal	13	069	12 mo.		Rev.
3081(3266)	Police Sergeant	13	069	12 mo.		Rev.
3076(2755)	Police Lieutenant	03	069	12 mo.		Rev.
3068(0629)	Police Captain	03	069	12 mo.		Rev.
2788(0731)	Police Major/*Deputy Chief	03	069	12 mo.		Rev.

**Denotes Alternate Title for class*

Promotional Line: 144

Series Narrative

Employees in positions allocated to this series safeguard lives and personal property by enforcing applicable State statutes, city or county ordinances, and university regulations. At higher levels of the series, they supervise or administer varying segments of the campus public safety operations. They may also become involved in maintaining liaisons with other safety or security agencies, in the development and implementation of contingency plans for emergencies, and in the establishment/maintenance of good community relations.

Employees in this series typically –

- patrol assigned areas
- investigate incidents
- make arrests
- direct vehicle or pedestrian traffic
- respond in emergency public safety situations
- orally communicate with diverse publics
- write reports
- promote good university/ community relations
- cooperate with other safety or public safety personnel (such as public safety guards, residence hall attendants, fire fighters, or local police authorities)

DESCRIPTIONS OF LEVELS OF WORK

Level I: Police Officer**3086**

Employees in positions allocated to this level safeguard lives and property by enforcing applicable laws and regulations and promoting good university/community relations. They work under general supervision of higher level personnel.

A Police Officer typically –

1. patrols assigned post, investigates incidents, and makes arrests on view or on warrant violations of State statutes, city and county ordinances, or university regulations
2. conducts investigations, as required, and submits reports to supervisors infractions of rules and regulations of the university, State laws, and city and county ordinances
3. directs vehicle and pedestrian traffic and enforces parking and traffic rules and regulations
4. investigates and reports obstructions in streets and sidewalks, holes, leaking or faulty utility services, or other unusual conditions that might endanger the public safety
5. controls pedestrian traffic
6. assists local police agencies during emergencies
7. performs other related duties as assigned

Level II: Police Corporal**2787**

Employees in positions allocated to this level supervise a group of Police Officers assigned to a mutual work period and having a common type of activity. They work under general supervision of higher level personnel.

A Police Corporal typically –

1. supervises the work activities of other designated personnel assigned to a mutual work period and having a common activity in order to assure fulfillment of public safety needs
2. participates in the activities carried out by other Police Officers assigned to the work group
3. maintains contact with superior; transmits and assures compliance with special instructions for the work group
4. provides effective response to emergency public safety needs
5. performs other related duties as assigned

Level III: Police Sergeant**3081**

Employees in positions allocated to this level coordinate and supervise the activities of all designated personnel assigned to a common activity and/or mutual work periods. They work under direction from higher level personnel.

A Police Sergeant typically--

1. supervises and coordinates the activities of designated personnel in order to assure compliance with department goals, policies and procedures, as well as with specific individual instructions
2. schedules, or assists in scheduling, designated personnel to provide adequate workforce coverage for vacations, sickness, court appearances, special public events, etc.
3. assists in the development of operational policies and plans
4. provides effective response to emergency public safety needs
5. performs other related duties as assigned

Level IV: Police Lieutenant**3076**

Employees in positions allocated to this level are responsible for assisting in the overall management of police activities and personnel. They work under general direction from higher level personnel.

A Police Lieutenant typically –

1. manages and supervises the activities of designated personnel
2. assumes responsibility for meeting institutional public safety requirements by maintaining effective work performance and workforce utilization
3. develops and implements operational policies and procedures
4. provides effective response to emergency public safety needs
5. performs other related duties as assigned

Level V: Police Captain**3068**

Employees in positions allocated to this level are responsible for the continuing administration of major operations or organizational segments of a public safety department. They work under administrative direction from higher level personnel.

A Police Captain typically –

1. determines operational goals of the activity necessary to meet public safety needs of the institution
2. supervises designated personnel

3. ensures development, implementation, revision and enforcement of operating policies and procedures
4. assumes the duties and responsibilities of the operational head of the public safety department during absences
5. provides effective response to emergency public safety needs
6. performs other related duties as assigned

Level VI: Police Major/*Deputy Chief**2788**

Employees in positions allocated to this level act as a direct assistant to the head of an institutional public safety operation, continuously assigned and responsible for various managerial duties delegated by the operational head. They work under administrative direction from the department head or higher level personnel.

A Police Major/*Deputy Chief typically –

1. determines organizational goals necessary to meet public safety needs of the institution
2. manages and supervises the work performance of subordinate management and supervisory level personnel
3. provides effective response to emergency public safety needs
4. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATION REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. High school graduation or equivalent.
2. Possession of a valid driver's license.
3. No record of conviction of a felony or misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.), or a crime involving moral turpitude.
4. Eligibility for bonding, if required by the employing institution.
5. Successful completion of the Basic Law Enforcement Officers Training course as prescribed by the Illinois Law Enforcement Training & Standards Board, if required by the employing institution. All recruit law enforcement officers who successfully complete this course after September 1, 1984 are required to successfully pass the Law Enforcement Officers Certification Examination. (Applicants lacking such training at time of appointment will be

required to complete such requirement during, and as a part of, their probationary period of employment in this class.)

6. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)

NOTE: *Persons who have not successfully completed the mandated firearm training course, as approved and recognized by the Illinois Law Enforcement Training & Standards Board, must complete the course during their probationary period. Police officers are not authorized to carry a service weapon until successfully completing such training.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. Good character.
2. Ability to develop and maintain working knowledge of Illinois Criminal Statutes, Illinois vehicle code, local ordinances, University rules and regulations, and civil law related to the police mission.
3. Ability to develop and maintain working knowledge of University community geography.
4. Ability to develop and maintain working knowledge of University Police Department directives.
5. Ability to develop and maintain working knowledge of modern approved principles, practices, and procedures of police work.
6. Ability to understand and carry out verbal and written instructions.
7. Ability to verbally communicate effectively during normal conditions and stressful and emergency circumstances.
8. Ability to operate a vehicle in a safe manner during normal conditions and stressful and emergency circumstances.
9. Ability to develop and maintain skill in the use of firearms and other defensive tactics (weapons and unarmed).
10. Ability to enforce laws, ordinances, rules and regulations with tact, impartiality, and firmness.
11. Ability to mentally and physically react effectively, quickly, calmly, and rationally during time of conflict and emergencies.
12. Ability to gather information and prepare complete, concise, and accurate reports.

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED**Level I: Police Officer****3086**

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

None

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

None

Level II: Police Corporal**2787**

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One (1) year of ~~continuous~~ full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, report preparation, and safety practices.

Level III: Police Sergeant**3081**

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Associate degree (or 60 semester credit hours) granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
2. Two (2) years of ~~continuous~~ full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, report preparation, and safety practices.

Level IV: Police Lieutenant**3076**

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Bachelor's degree (or 120 semester credit hours) granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
2. Four (4) years of ~~continuous~~ full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system, with at least one (1) year of supervisory experience in the field.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.
3. Ability to plan, coordinate, and direct the efforts of a police staff.
4. Working knowledge of supervisory techniques and practices.
5. Working knowledge of public relations techniques and practices.

Level V: Police Captain**3068**

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Bachelor's degree (or 120 semester credit hours) granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
2. Six (6) years of ~~continuous~~ full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system with at least two (2) years of supervisory experience in the field.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.
3. Ability to plan, coordinate, and direct the efforts of a police staff.
4. Working knowledge of supervisory techniques and practices.

5. Working knowledge of public relations techniques and practices.

Level VI: Police Major/*Deputy Chief**2788****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:**

1. Bachelor's degree (or 120 semester credit hours) granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
2. Eight (8) years of ~~continuous~~ full-time experience as a police officer in with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system with at least three (3) years of supervisory experience in the field.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.
3. Ability to plan, coordinate, and direct the efforts of a police staff.
4. Working knowledge of supervisory techniques and practices.
5. Working knowledge of public relations techniques and practices.

Note: Educational credit given only for coursework taken at a college/university accredited by one of the following associations:

*Middle States Association of Colleges and Schools
North Central Association of Colleges and Schools
New England Association of Schools and Colleges
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges*

Note: Upon an employee's request, a waiver of educational requirements for supervisory positions can be submitted and considered for current police officers originally and continuously employed by the university prior to December 1, 2009.